

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 24-101

**AIR FORCE RESERVE COMMAND
Supplement 1**

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PASSENGER MOVEMENT

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The OPR for this supplement is HQ AFRC/LGTT (Mr. Phillip D. Little). This supplement implements and extends the guidance of Air Force Instruction (AFI) 24-101, 27 October 2004. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction.

2.8. Family Member/Spouse Travel. In light of the exceptional nature of spouse travel at government expense, AFRC requestors seeking approval of such spouse travel are required to review paragraph [2.8.](#) of this AFI in its entirety prior to submitting requests to AFRC/CC or CV. The request must fully justify spouse travel at government expense in accordance with the guidance contained therein. Requests for approval must:

include a separate memo stating the expected cost of the requested travel and containing complete justification; and,
state the benefit government-funded spouse travel will provide to DoD, the Air Force, and/or AFRC and its members; and,
demonstrate with specific details (including sufficient and complete facts related to the event) exactly how the requested spouse travel clearly meets one of the two alternate bases for approvable spouse travel with reference to the specific guidelines below: “actual participation in an official event” (para 2.8.1., below), or, “diplomatic or public relations benefit to the nation” (para 2.8.2. & 2.8.3., below); and
include a written legal review from the requestor’s supporting Staff Judge Advocate and concurrence of the requestor’s immediate commander (and, where applicable, similar legal review and command concurrence at AFRC NAF-level); and,
state any, known detriment which would result if the request for spouse travel at government expense is disapproved; and,
be submitted to AFRC/CC or CV as far in advance of the requested spouse travel as possible, but routinely not less than 15 days prior to the intended travel date.

2.8.1.1. Requests seeking AFRC/CC or CV approval for spouse travel based upon the “exchange of substantive information, advice, or guidance” with “DoD [USAF, or other officials] on official matters” must include a statement that the spouse agrees to submit an after-action report (as soon as practicable upon the spouse’s return to the home unit), for forwarding to AFRC/CV, which describes the substantive information involved and, when applicable, describes the expected home unit forum at which the spouse will convey acquired information.

2.8.6. Requests seeking AFRC/CC or CV approval for spouse travel at government expense must cite the particular sub-paragraph of this AFI (paras 2.8.6.1. through 2.8.6.6., below) which the requestor is using to show the type of spouse travel involved in the request, in addition to satisfying the requirements of AFRC supplementary para **2.8.**, above.

In the absence of advance AFRC/CC or CV approval of spouse travel to an event (e.g., AFRC Commanders Annual Conferences), a request must also explain how the applied sub-paragraph justifies the particular request, including compliance (or explanation for non-compliance) with any conditions or guidelines contained in the applicable sub-paragraph (for example, “2.8.6.1. . . . Spouse travel visits *should be limited to host/wing bases subordinate to the NAF, and it is encouraged to involve more than one base per trip.*” Any request applying para 2.8.6.1. as the reason for CC or CV approval must address the two “limitations” shown in italics.) All requests for approval must comply with the detailed requirements of para **2.8.** of this supplement, above

If requested spouse travel is to an event sponsored or conducted by a non-AFRC entity (e.g., a conference, “Rally”, or event held or hosted by another USAF MAJCOM, military service or federal agency), but AFRC is expected to fund the spouse travel (if approved), the request for AFRC/CC or CV approval must include any, available documentation showing that the sponsoring entity has invited the spouse. Further, the request will indicate whether or not a non-AFRC “spouse travel approval authority” has been requested to or has already approved spouse travel for AFRC invitees to the non-AFRC event.

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Commander